

Chapter 2: Getting Started

9/04

Accessing the Jury System

This section contains detailed instructions for accessing the JIS Jury System.

Using the JIS Jury System Menu

This section contains detailed instructions for using the main menu.

Function Keys

This section lists and explains the function keys used in the JIS Jury System.

Field Prompting

This section explains field prompting and how to use pop-up windows.

ACCESSING THE JIS JURY SYSTEM

Overview

To access the JIS Jury System, you will provide a user id which is associated with a particular security authorization. This security authorization determines the county whose data you may access and which screens you may display.

Instructions

To access the jury system, complete the following steps:

1. The initial access step(s) may differ slightly for different locations. In most cases you simply turn on the terminal and enter the user ID and press field exit or tab key.
2. Type your access code (Password) and press **[ENTER]**.
3. Select the option for the jury system and press **[ENTER]**.

USING THE JIS JURY SYSTEM MENU

The JIS Jury System Menu (Figure 1) is used to select one of various menus in the jury system. Each of these menus is briefly described below:

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JURY                      JIS Jury System
Level . : 1

Select one of the following:

      1. Work with Jurors
      2. Work with Names

     10. Juror Selection Menu
     20. Reports Menu
     30. Financial Menu

     60. Maintenance Menu
     70. Tape Processing Menu

     80. System Functions
     90. Sign Off

Selection or command      Bottom
===>

F3=Exit  F6=Messages  F8=Rev retrieve  F9=Retrieve  F10=Cmd Entry  F14=Sbm jobs
  
```

Figure 1. AS/400 JIS Jury System Menu

Instructions

To access one of the menus from the jury system menu, type the desired number in the Selection or command line and press **[ENTER]**. The requested menu then appears. For more information about using these menus, continue at the chapter indicated for each screen.

Work with Jurors	Option used to access screens for inquiring and updating juror information. (See Chapter 3)
Work with Names	Option used to access screens for inquiring and updating name information. (See Chapter 3)
Juror Selection Menu	Option used to define terms, panels, and cases; select prospective jurors for a term, panel and seat assignment. This option is also used to mail questionnaires or summons. (See Chapter 4)

Reports Menu	Option used to print roll call lists for a panel or jury; juror list request; or requested labels. (See Chapter 5)
Financial Menu	Option used to add, update or delete voucher information. Also used to create a voucher list. (See Chapter 6)
Maintenance Menu	Option used to add, update or delete county, court, venue information. Also used to update event and excuse codes, create letters, and user settings. (See Chapter 7)
File Processing Menu	Option used to load the Jury List CD that has been received from JIS. The information on the CD is converted from a CD issued by the Department of State Office. (See Chapter 8)

FUNCTION KEYS

A prompt line appears just below the Selection or command line on all screens. It lists which function keys may be used from the screen currently displayed. These functions are listed below with a brief explanation of how they are used.

<u>Key</u>	<u>Function</u>	<u>Description</u>
[F3]	EXIT or MAJOR MENU	Press [F3] to return to the main menu.
[F4]	PROMPT	Press [F4] to prompt for selection options.
[F6]	MESSAGES	Press [F6] to display messages.
	CREATE	Press [F6] to create jurors, court, terms, panels, etc.
[F10]	CMD ENTRY	Press [F10] to display a command line.
[F14]	SBM JOBS	Press [F14] to work with submitted jobs.
[F21]	PRINT	Press [F21] to print certain lists.
[ENTER]	ENTER	Press [ENTER] to process records.

FIELD PROMPTING

Field prompting allows you to display available choices for a particular field on a screen. Field prompting is activated by positioning the cursor to a promptable field on the entry screen and pressing **[F4]**. A pop-up window displays available choices for that field. Promptable fields are indicated by a plus sign (+) next to the field being described in this manual.